

**INSTRUCTIONS FOR SUBMITTING AN ADMINISTRATIVE TORT CLAIM  
WITH THE UNITED STATES MARSHALS SERVICE  
(Motor Vehicle Claims)**

In order to complete your claim, you must complete **all** blocks of the attached **Standard Form (SF) 95, Claim For Damage, Injury, or Death**. You are also required to submit the following information pursuant to 28 C.F.R. § 14.4:

1. If a claim is being made for injuries:
  - a. Physician(s) reports setting forth the nature and extent of your injury; the nature and extent of your treatment; the degree of any temporary or permanent disability; your prognosis; period of any hospitalization; and any diminished earning capacity.
  - b. Itemized bills or paid receipts for medical and hospital expenses incurred.
  - c. If you are claiming for lost wages, a written statement from your employer reflecting actual time lost from employment, whether you are a full or part-time employee, and the amount of wages or salary actually lost.
2. If a claim is being made for property damage:
  - a. Proof of vehicle ownership (e.g., copy of vehicle registration/title, etc.).
  - b. Either two itemized estimates of the cost to repair the vehicle, or if already repaired, a copy of the itemized paid receipt.
  - c. Substantiation of the cost of your out-pocket-expenses arising from the Motor Vehicle Accident.
3. If you are being represented by an attorney, evidence of his or her authority to represent you (e.g., a copy of the signed retainer agreement, etc.) **NOTE:** There is no provision for attorney fees to be separately awarded under the FTCA. See, e.g., 28 U.S.C. §2412(a)(1). Attorney fees deducted from the amount awarded to you are limited to no more than 20% of the amount of an administrative settlement or no more than 25% of a judgment or a settlement of suit in litigation. See 28 U.S.C. § 2678.

Under the provision of the Federal Tort Claims Act, the Government is afforded six months from the date a completed tort claim is received by this agency to administratively adjudicate the claim before a claimant can institute a civil action [28 U.S.C. § 2675(a)].

Please complete, sign and date the enclosed SF-95. Mail it, along with all required information and available documentation (to include your e-mail address), to:

**Janice Tate  
Office of General Counsel  
Building CS-4, Suite 1000  
2604 Jefferson Davis Highway  
U.S. Marshals Service Headquarters  
Alexandria, VA 22301-1025**

In the alternative, you may scan and e-mail your claim form and all documentation to:  
[janice.tate@usdoj.gov](mailto:janice.tate@usdoj.gov).

You are responsible for notifying the U.S. Marshals Service, Office of General Counsel of any changes of address after submitting your claim.

**INSTRUCTIONS FOR SUBMITTING AN ADMINISTRATIVE TORT CLAIM  
WITH THE UNITED STATES MARSHALS SERVICE (USMS)  
(Motor Vehicle Accident Claims - Subrogation)**

In order to complete your subrogation claim, an authorized representative from your insurance company must complete **all** blocks of the attached **Standard Form (SF) 95, Claim For Damage, Injury, or Death**, to include a sum certain; that is to say, an amount for which is being claimed. You must submit the following information pursuant to 28 C.F.R. § 14.4:

1. Please include in the block 12, **Amount of Claim**, whether the claimed amount includes your insured's deductible and any other un-reimbursed costs.
2. Include on the SF 95, the name of your insured and your claim number.
3. Attach to the SF 95, proof of payment(s) to your insured or on behalf of your insured to the agency providing services (e.g., auto repair shop, vehicle rental company, medical care providers, etc.).
4. Include on the SF 95, the location of the MVA, the name of the USMS driver, and other available pertinent information.

Please be advised that under the provision of the Federal Tort Claims Act, the Government is afforded six months from the date a completed tort claim is received by this agency to administratively adjudicate the claim before a claimant can institute a civil action [28 U.S.C. § 2675(a)].

Please have an authorized representative from your insurance company complete, sign and date the enclosed SF-95. Mail it, along with all required information and available documentation (to include your e-mail address), to:

**Janice Tate  
Office of General Counsel  
Building CS-4, Suite 1000  
2604 Jefferson Davis Highway  
U.S. Marshals Service Headquarters  
Alexandria, VA 22301-1025**

In the alternative, you may scan and e-mail your claim form and all documentation to:  
[janice.tate@usdoj.gov](mailto:janice.tate@usdoj.gov).

Please notify the USMS Office of General Counsel as soon as possible of any changes of address after submitting your subrogation claim.

**INSTRUCTIONS FOR SUBMITTING AN ADMINISTRATIVE TORT CLAIM  
WITH THE UNITED STATES MARSHALS SERVICE  
(Prisoner Claims)**

In order to complete your claim, you must complete **all** blocks of the attached **Standard Form (SF) 95, Claim For Damage, Injury, or Death**. You are also required to submit the following information pursuant to 28 C.F.R. § 14.4:

1. If a claim is being made for loss of a prisoner's personal property:
  - a. Copies of prisoner personal property receipts from each agency in whose custody you were in (i.e., USMS, BOP, local jail, etc.), up to the time of your alleged loss.
  - b. Include in your narration of the circumstances in Block 8 the names of individuals who were involved in, or who had knowledge of, the loss of your personal property.
  - c. Include your inmate registration number in Block 2.
2. If a claim is being made for injury while a prisoner:
  - a. All available medical documentation to substantiate your claimed injury.
  - b. Include in your narration of the circumstances in Block 8 the names of individuals who were involved in, or who had knowledge of, the circumstances surrounding your injury.
  - c. Include your inmate registration number in Block 2.
3. If you are being represented by an attorney, evidence of his or her authority to represent you (e.g., a copy of the signed retainer agreement, etc.). **NOTE:** There is no provision for attorney fees to be separately awarded under the FTCA. See, e.g., 28 U.S.C. § 2412(a)(1). Attorney fees deducted from the amount awarded to you are limited to no more than 20% of the amount of an administrative settlement or no more than 25% of a judgment or a settlement of suit in litigation. See 28 U.S.C. § 2678.

Under the provision of the Federal Tort Claims Act, the Government is afforded six months from the date a completed tort claim is received by this agency to administratively adjudicate the claim before a claimant can institute a civil action [28 U.S.C. § 2675(a)].

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Alexandria, VA 22301-1025**

In the alternative, you may scan and e-mail your claim form and all documentation to:  
[janice.tate@usdoj.gov](mailto:janice.tate@usdoj.gov).

You are responsible for notifying the USMS Office of General Counsel of any changes of address after submitting your claim.

**INSTRUCTIONS FOR SUBMITTING AN ADMINISTRATIVE TORT CLAIM  
WITH THE UNITED STATES MARSHALS SERVICE  
(Other Claims)**

In order to complete your claim, you must complete **all** blocks of the attached **Standard Form (SF) 95, Claim For Damage, Injury, or Death**. You are also required to submit the following information pursuant to 28 C.F.R. § 14.4:

1. If a claim is being made for injuries:
  - a. Physician(s) reports setting forth the nature and extent of your injury; the nature and extent of your treatment; the degree of any temporary or permanent disability; your prognosis; period of any hospitalization; and any diminished earning capacity.
  - b. Itemized bills or paid receipts for medical and hospital expenses incurred.
  - c. If you are claiming for lost wages, a written statement from your employer reflecting actual time lost from employment, whether you are a full or part-time employee, and the amount of wages or salary actually lost.
2. If a claim is being made for personal or real property loss or damage:
  - a. Proof of property ownership (e.g., copy of vehicle registration/title, deed, mortgage documents, property receipts, landlord/tenant agreement, etc.).
  - b. Either two itemized estimates of the cost to repair/replace the property, or a copy of the itemized paid receipt.
  - c. Proof of current market value of missing or damaged-beyond-repair property.
3. If you are being represented by an attorney, evidence of his or her authority to represent you (e.g., a copy of the signed retainer agreement, etc.) **NOTE:** There is no provision for attorney fees to be separately awarded under the FTCA. See, e.g., 28 U.S.C. §2412(a)(1). Attorney fees deducted from the amount awarded to you are limited to no more than 20% of the amount of an administrative settlement or no more than 25% of a judgment or a settlement of suit in litigation. See 28 U.S.C. § 2678.

Under the provision of the Federal Tort Claims Act, the Government is afforded six months from the date a completed tort claim is received by this agency to administratively adjudicate the claim before a claimant can institute a civil action [28 U.S.C. § 2675(a)].

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